

Office of the County Sheriff Detention Center Division Carroll County, Maryland

Sheriff
Kenneth L. Tregoning

OPERATIONAL PROCEDURES

Subject:	Number:	Effective Date:
Inmate Records	1-801	9-26-12

Policy:

To maintain complete and accurate inmate records for all individuals in the custody of the Carroll County Detention Center.

Purpose:

To establish procedures to ensure that inmate files are created, maintained, and disposed of consistent with applicable Maryland Laws and related regulations.

Contents:

- I. Procedures
- II. Inmate Base Files
- III. Inmate Medical Files
- IV. Retention, Storage and Disposal
- V. Retention and Records Disposal Schedule
- VI. Expungements
- VII. Cancellation

I. Procedures

Pursuant to COMAR 14.18.02 the Assistant Commander of Administrative Services Bureau is responsible for developing a records management program that provides for establishing, implementing, maintaining, destroying and revising departmental records.

The Maryland State Archives is the repository of all permanent government records in the State of Maryland.

II. Inmate Base Files

The following records are maintained within an inmate's base file:

- A.) Incarceration Record
- B.) Inmate Institution Progress Sheet
- C.) Division of Correction Information Form (if applicable)
- D.) Division of Correction Medical Information Form (if applicable)
- E.) Release from Commitment Documents
- F.) Commitment Papers
- G.) Warrants/Detainers
- H.) Body Release Forms
- I.) Court Orders
- J.) Classification Records
- K.) Diminution Record
- L.) Release of Information Consent Form
- M.) Media Waiver Form
- N.) Body Receipts
- O.) Institutional Disciplinary Record
- P.) Property Sheet
- Q.) Property Release Sheet
- R.) Inmate Incarceration/Release Account Information
- S.) Inmate Request Forms
- T.) Miscellaneous Papers
- U.) Dissemination Log
- V.) Victim/Witness Notification (if applicable)

III. Inmate Medical Files

The following records are maintained within an inmate's medical file:

- A.) Medical Screening Form
- B.) Heath Service Consent Form
- C.) Health, History and Physical Forms
- D.) Medical Appointment Progress Record
- E.) Physician Orders Physician Visit Forms
- F.) Tuberculosis System Checklist
- G.) Tuberculosis Control Monitor Record
- H.) Suicide Assessment
- I.) Physician Request Sheet or Inmate Request Forms
- J.) Consultation Sheets (Pink)
- K.) Drug & Alcohol Referral Forms (Blue)
- L.) Miscellaneous, i.e., lab work, x-rays
- M.) Medication Administration Record
- N.) Medical Follow-Up Form
- O.) Medical Discharge Instructions

IV. Retention, Storage and Disposal

- A.) All inmate files with the exception of medical files are retained for 3 years plus the current year. Inmate medical files are retained for 5 years.
 - 1. The current year's medical files and one prior year are maintained on site in a secure location inside the medical office. The other 4 years are maintained at a designated off site location.
 - 2. All other inmate files are maintained at the Detention Center for the current year. The prior three years are maintained at a designated off site location.
 - 3. No active records are destroyed unless specifically directed by the court.
- B.) Documents inside inmate files contain dates and appropriate signatures of inmates and/or officers as required by law or departmental procedures.

 Authorizing signatures and commencing dates must also be noted on all legal commitment and detaining documents.
- C.) Upon an inmate's release their file is forwarded to the Records Unit for review and filing.
- D.) When an inmate is transferred to another facility, all appropriate documents are forwarded. All pertinent information, which help determine an inmates classification at the receiving facility is supplied including the Local Diminution of Confinement Certificate.

V. Retention and Records Disposal Schedule

The method of destruction for Detention Center records is shredding, which is handled by a document management company. The disposal of all records is documented on a Maryland State Archive Disposal Certificate. Because the Detention Center is not considered a judiciary agency for the purpose of records disposal, it does not require prior approval to destroy records once a retention schedule has been approved. The disposal certificate is submitted to the Maryland State Archives once destruction has occurred, in order to accurately document the process. A file is also maintained by the Assistant Commander of Administrative Services Bureau containing a lists of records that have been destroyed.

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Carroll County Detention Center

Division/Unit
Detention Center Compliance

Departme	The second secon	
ltem	Description	Retention
No.		
.01-A	Cell restriction authorization	Retain three years plus the current year then destroy
.01-B	Contractor/Non-Institutional tool inventory	Retain three years plus the current year then destroy
.01-C	Dental tool inventory	Retain three years plus the current year then destroy
.01-D	Key control logs	Electronic file (Retain three years plus the current year then delete)
.01-E	Nail clipper logs	Retain three years plus the current year then destroy
.01-F	Razor logs	Retain three years plus the current year then destroy
.01-G	Security equipment inventory and inspection	Electronic file (Retain three years plus the current year then delete)
.01-Н	Shift logs	Electronic file (Retain three years plus the current year then delete)
	Approved by Department, Agency, Schedule Authorize Representative.	·
Signature		2
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DGS 550-1

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Agency

Carroll County Detention Center

Division/Unit Detention Center Compliance Department

Item No.	Description	Retention
.01-I	Work release shift logs	Electronic file (Retain three years plus the current year then delete)
.01-J	Vehicle searches	Retain three months plus the current month then destroy
.01-K	Transportation logs	Electronic file (Retain three years plus the current year then delete)
.01-L	Transportation summary sheets	Retain three years plus the current year then destroy
.01-M	Emergency equipment sign-out forms	Retain three years plus the current year then destroy
.01-N	Incarceration reports	Electronic file (Retain three years plus the current year then delete)
.01-O	Incident reports	Electronic file (Retain three years plus the current year then delete)
.01-P	Juvenile detention logs	Electronic file (Retain three years plus the current year then delete)
.01-Q	Weapons cleaning logs	Retain three years plus the current year then destroy
.01-R	Work release job site checks	Retain three years plus the current year then destroy

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Carroll County Detention Center

Division/Unit Detention Center Compliance Department

Item No.	Description	Retention
.02-A	Fire safety inspections	Retain three years plus the current year then destroy
.02-B	Fire drills	Retain three years plus the current year then destroy
.02-C	First aid inventory and inspections	Retain three years plus the current year then destroy
.02-D	Internal fire safety inspections	Retain three years plus the current year then destroy
.02-E	MOSH (Maryland Occupational Safety and Hazard) inspections	Retain three years plus the current year then destroy
.02-F	Safety and security inspections	Retain three years plus the current year then destroy
.02-G	Sanitation inspections	Retain three years plus the current year then destroy
.02-Н	Search reports	Retain three years plus the current year then destroy
.02-I	Supply inventory and inspections	Retain three years plus the current year then destroy
.02-J	Vehicle inspections	Retain three years plus the current year then destroy
.02-K	Barber clipper inspections	Retain three years plus the current year then destroy
.02-L	Dietary sanitation inspection	Electronic file (Retain three years plus the current year then delete)

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Carroll County Detention Center

Division/Unit
Detention Center Compliance Department

Item No.	Description	Retention
.03-A	Inmate special diets	Retain three years plus the current year then destroy
.03-B	Kitchen utensil checklist	Retain three years plus the current year then destroy
.03-C	Kitchen utensil inspection	Electronic file (Retain three years plus the current year then delete)
03-D	Kitchen utensil sign out	Retain three years plus the current year then destroy
.03-Е	Menu approvals	Retain three years plus the current year then destroy
.03-F	Commissary records	Retain three years plus the current year then destroy
.03-G	Food service inspections	Retain three years plus the current year then destroy
.03-Н	Food service license	Retain three years plus the current year then destroy
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Division/Unit
Detention Center Compliance Department

Item No.	Description	Retention
.04-A	Vermin and pest control inspections	Retain three years plus the current year then destroy
.04-B	Housing reports	Retain three years plus the current year then destroy
.04-C	Inmate property inventory	Retain three years plus the current year then destroy
.05-A	Religious service forms	Retain three years plus the current year then destroy
.05-B	Returned mail logs	Retain three years plus the current year then destroy
.05-C	Medical records and logs	Retain three years plus the current year then destroy
.05-D	Dietary medical screening	Retain three years plus the current year then destroy
.05-E	Legal mail logs	Retain three years plus the current year then destroy
.05-F	Visitation logs	Electronic file (Retain three years plus the current year then delete)
.05-G	Work release visitation logs	Electronic file (Retain three years plus the current year then delete)

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Agency

Carroll County Detention Center

Division/Unit
Detention Center Compliance Department

Item No.	Description	Retention
.06-A	Banking documents	Retain three years plus the current year then destroy
.06-B	CJIS (Criminal Justice Information System) detention reports	Retain three years plus the current year then destroy
.06-C	Daily calendar	Retain three years plus the current year then destroy
.06-D	Expungements	Retain three years plus the current year then destroy
.06-E	MILES/NCIC dissemination logs	Retain three years plus the current year then destroy
.06-F	Money receipts	Retain three years plus the current year then destroy
.06-G	Paid bills	Retain three years plus the current year then destroy
.06-Н	Policy annual review	Electronic file (Maintain as a continual file) Transfer to the State Archives every five years.
.06-I	Training records	Electronic file (Retain three years plus the current year then delete)

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Carroll County Detention Center

Division/Unit
Detention Center Compliance Department

Detention Center Computation					
Item	Description	Retention			
No.					
06.1	, n , n , n , n , n , n , n , n , n , n	Retain three years plus the			
.06 - J	Inmate Base Files	current year then destroy			
.06-K	Inmate Medical Files				
.00-K	ililiate Medical Files	Retain five years plus the			
		current year then destroy			

DGS 550-1A

Carroll County Detention Center	Morriland State Anchines	
Reporting Agency	Maryland State Archives 350 Rowe Boulevard Annapolis, Maryland 21401-1686	Retain one (1) copy and
Detention Center Compliance Department		forward original to address on left.
Division or Unit		

		Authori	ization				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Section and/or Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1			•			,	Shredding
2							Shredding
3						<u> </u>	Shredding
4							Shredding
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6							Shredding
7					·		Shredding
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9							Shredding
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15			. n- <u>o</u>				Shredding
16							Shredding
17							Shredding
18							Shredding

Thereby certify that the re	cords listed above were disp	oosed of as indicated.
Signature	Title	
Signature	Title	Date

VI. Expungements

Under the Criminal Procedure Article of the Maryland Annotated Code, Section 10-102(e), expungement for a court or police record is defined as removal from public inspection:

- 1. by obliteration;
- 2. by removal to a separate secure area to which persons who do not have a legitimate reason for access are denied access; or
- 3. if access to a court record or police record can be obtained only by reference to another court record or police record, by the expungement of it or the part of it that provides access. The method of destruction for Expungements will be obliteration by shredding.

VII. Cancellation

This directive cancels and replaces CCDC Policy 1-801 "Inmate Records" dated 2-4-10 and supersedes any directive in conflict therewith.

AUTHORITY:

Kenneth D. Tregoring,
Kenneth L. Tregoning, Sheriff

9-26-12

Index As: 08E Standards

Instructions -Type or Print a separate form for	DEPARTMENT OF (SENERAL SEE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box	275	DUCE I OF C		
·	Jessup, Ma	ryland 20794	,	PAGE <u>1</u> OF <u>6</u>		
		99-1930				
Department/Agency	2. Division Compliance			Unit Administrative Services Bureau		
Carroll County Detention Center						
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as a	unit for re	ference as well as retention and disposition		
purposes.	a rootide normany mod					
Record Series Title Ol Series / Security and Inmate Control			5. Earliest Year/Latest Year			
.or sories / seeding and minute conduct			2009 to2012			
6. Record Series Description (Briefly describe the t	ypes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)						
The type of information found in the .01 Series con	tains files used to docu	ment Security a	and Inmate	e Control such as use of force,		
disciplinary/administrative segregation, protective of	custody, key logs, shift l	ogs, equipmen	t sign out t	forms, job site checks, and transportation logs.		
		<u> </u>				
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume 1			
□ Letter Size □ Microfilm	☐ Alphabetic	el	Number	1 Number		
Legal Size Computer Tape	Numerical		☐ File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk	Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
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11. File is Used	······································	12. File Becom	es Inactive A	ter		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annually		3 Number ☐ Month(s) ☐ Year(s)				
	-					
		1				
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Carroll County Detention Center	☐ Yes No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)				16. Audit Requirements		
Yes 🛛 No		None ⊠ State ☐ Federal ☐ Independent				
·		_				
17. Is an Index System used? If yes, explain briefly and describe	yes, explain briefly and describe requirements			18. Recommended Retention		
☐ Yes No	Retain for 3 years plus current year					
19. Name and Title of Preparer	20. Teleph	one Number	21. Date			
Captain Michael D. Green Sr.	410-386-2	794	6-29-12			
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Instructions -Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
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Department/Agency	2. Divisio	วก	7.27.77		3. Unit	
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DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title .02 Series / Inmate Safety			5. Earliest Year/Latest Year			
.02 Series / Inimate Safety				2009 to2012		
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
The type of information found in the .02 Series con and health services.	tains files u	used to docun	nent Inmate S	afety such	as fire drills, safety inspections, emergency plans	
and neutral services.						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements			
			☐ None ☑ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes ☑ No		Retain for 3 years plus current year				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	•	
Captain Michael D. Green Sr.		410-386-27		6-29-12		

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	DACE 2 OF 6	
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Department/Agency	2. Divisio	n	21 2131		3. Unit	
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Carroll County Detention Center						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
Record Series Title			5. Earliest Year/Latest Year			
.03 Series / Inmate Food Services			to2012			
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dietary medical screening, sanitation inspections a					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Carroll County Detention Center			☐ Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes No			☐ None ☑ State ☐ Federal ☐ Independent			
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17. Is an Index System used? If use evaluis briefly and describe			40.5			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			18. Recommended Retention			
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Captain Michael D. Green Sr.		410-386-27		6-29-12		
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Instructions –Type or Print a separate form for	DEPARTA	MENT OF G	ENERAL SEL	RVICES	AGENCY RECORDS INVENTORY	
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	Jessup, Maryland 20794				PAGE <u>4</u> OF <u>6</u>	
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Department/Agency	2. Division Compliance				3. Unit Administrative Services Bureau	
Carroll County Detention Center					, Administrative SS. VIOCS Bursta	
DEFINITION: RECORD SERIES: A group of relate	d records no	rmally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes.			and doct as c			
4. Record Series Title .04 Series / Inmate Housing and Sanitation				5. Earliest Year/Latest Year		
and the second s				2009 to2012		
6. Record Series Description (Briefly describe the t	ypes of infor	mation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
The type of information found in the .04 Series con						
materials, sanitation inspections, hygiene articles, o	clothing, bed	lding, laundi	ry and inmate	property m	nanagement.	
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7. Record Series Format(s) List all	1	8. Record Serie	es Sequence	9. Volume		
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Carroll County Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes ☑ No			☐ None ☒ State ☐ Federal ☐ Independent			
			☐ Notice ☑ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recommended Retention			
☐ Yes No			Retain for 3 years plus current year			
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19. Name and Title of Preparer		one Number	21. Date			
Captain Michael D. Green Sr.	'	410-386-27	94	6-29-12		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL		RVICES	AGENCY RECORDS INVENTORY	
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Department/Agency	2. Division			3. Unit	
Carroll County Detention Center	Compliance			Administrative Services Bureau	
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year		
.05 Series / Inmate Rights			2009 to2012		
6. Record Series Description (Briefly describe the t	ypes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)					
The type of information found in the .05 Series conf				as non-discrimination, protection from abuse,	
religious practices, mail practices, exercise, groomi	ing standards, access to) media, and v	isitation.		
7. Record Series Format(s) List all	8. Record Serie	Comingo	9. Volume		
7. Notorio Serios Furnacio) List dii	O. Novoira Gene	es sequence	9. Volume		
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13. Current Location(s) (Bldg., Floor, Room) Carroll County Detention Center		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
☐ Yes No	!	□ None ☑ State □ Endown □ Independent			
		None State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe r	requirements	18. Recommended Retention			
☐ Yes No	l	Retain for 3 years plus current year			
	l				
	١				
		<u> </u>			
19. Name and Title of Preparer		one Number	21. Date		
Captain Michael D. Green Sr.	410-386-27	'94	6-29-12		

InstructionsType or Print a separate form for	DEDARTMENT OF CENEDAL (ENEDAL CEL	אורבפ	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			n.cn c on c		
	Jessup, Maryland 20794 410-799-1930			PAGE <u>6</u> OF <u>6</u>		
Department/Agency	2. Divisio				3. Unit	
Carroll County Detention Center	Complian	ice			Administrative Services Bureau	
DEFINITION: RECORD SERIES: A group of related records normally filed a purposes.			and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
.06 Series / Administrative Record Keeping			2009 to2012			
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
The type of information found in the .06 Series con CJIS reports, expungements, money receipts and i			nent Administi	rative Reco	ord Keeping such as paid bills, banking documents,	
Colo reports, expurigements, money receipts and	policy revie	:W3.				
7. Record Series Format(s) List all	· · · · · · · · · · · · · · · · · · ·	8. Record Serie	s Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		☐ Alphabetica		5 Number		
Legal Size Computer Tape		Numerical		☐ Microfil	* *	
Audio Tape Floppy Disk		☐ Chronologic	cai	Computer Tape(s) Other (specify)		
☐ Bound Book ☐ Video Tape	☐ Geographical		ai			
Other (specify)	Other (spec		cify)	10. Annual	Accumulation	
				Number		
	**			☐ File Dra	awer(s)	
				☐ Microfilm Reel(s) ☐ Computer Tape(s)		
				☑ Other (specify) 10 large boxes (12in x 10in x 24in)		
11. File is Used	,		12. File Becom	es Inactive Af	ter	
⊠ Daily			3 Number			
	,		, rumon			
13. Current Location(s) (Bldg., Floor, Room) Carroll County Detention Center	****		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes ☑ No			☐ None ☑ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes No			Retain for 3 years plus current year			
10 Name and Title of Property		20 Talant	no Number	24 D=4		
19. Name and Title of Preparer Captain Michael D. Green Sr.		410-386-27	one Number 94	21. Date 6-29-12		
	1,10,000-27					